

M S D P



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **SUPERVISING TRANSPORTATION ENGINEER, CALTRANS**

POSITION TITLE: **SAN FRANCISCO/OAKLAND BAY BRIDGE WEST APPROACH PROJECT MANAGER**

SALARY: **\$7848 - \$8657**

LOCATION: **DISTRICT 4 - OAKLAND**

FINAL FILING DATE: **OCTOBER 19, 2006**

DUTIES/RESPONSIBILITIES

Under the general direction of the San Francisco/Oakland Bay Bridge (SFOBB) Corridor Project Manager, (the District Division Chief for Project Management), the SFOBB West Approach Project Manager serves as a Project Manager on several large, complex transportation projects. Typical projects are capacity increasing type projects with an Environmental Impact Statement/Environmental Impact Report environmental clearance or with a Finding of No Significant Impact/Negative Declaration environmental clearance with sensitive issues. The incumbent is responsible for the overall quality of these projects, including delivering these projects on time, within scope and budget. The SFOBB West Approach Project Manger advises district management on the status of project schedules, costs and issues and makes recommendations to district management for keeping district projects on schedule and within the programmed funding. Responsibilities include, but are not limited to:

- Responsible for negotiating the project scope with both internal and external project stakeholders. Examples of external stakeholders include: cities, Congestion Management Agencies, Federal Highway Administration, Federal Transit Administration, Metropolitan Transportation Commission and regulatory agencies. Responsible for negotiating all permits and agreements necessary to deliver the projects. Examples include: freeway agreements with cities and counties, Bay Conservation and Development Commission

permits, Coastal Commission permits and Army Corps of Engineers individual and nationwide 404 permits.

- The project manager does not technically supervise staff. All technical work done on the projects is performed by Caltrans staff supervised by other Caltrans managers (Functional Managers) or it is performed by Architecture and Engineering consultants through a Caltrans Contract Manager. Develops a project workplan for assigned projects which are performed by Caltrans staff supervised by other managers or performed by Architecture and Engineering consultants. Responsibility for project activities occurring within the allotted time and resources. Works with a Project Management Support Unit to develop project workplans, monitor and track project schedules and costs, and to conduct status or trend meetings for assigned projects. Handles the most difficult technical and administrative problems.
- Responsible for engineering review and coordination of project activities from project inception through construction, and in certain situations, through the acceptance or relief of long term monitoring of mitigation sites. Responsible for the total quality management of the project, including the Project Studies Report, the Project Report, the environmental clearance and the final plans, Specifications and Estimate. Works with the program manager keeping him/her abreast of schedules and budgets of assigned projects. Responsible for all scope, schedule and budget changes that occur during the construction phase of the project.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final filing date in order to participate in this examination.

Possession of a valid certificate of registration as a civil engineer issued by the California State Board of Registration for Professional Engineers. **and**

Either I

Experience: One year of transportation engineering experience as a senior level engineer in the California state service.

Or II

One year of supervisory or managerial experience equivalent in level to a Senior Transportation Planner in the California state service. **and**

Two years of civil engineering work at the Associate Engineer level or higher in the California state service.

Or III

Broad and extensive (more than five years) transportation engineering experience, two years of which are equivalent in responsibility to the senior level engineer in the California state service.

KNOWLEDGE AND ABILITIES

Knowledge of: Various phases of transportation engineering and systems planning; transportation economics and financing; factors which influence the impact of transportation facilities on the environment, the community and the economy; principles and techniques of personnel management and supervision; Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

Ability to: Administer an engineering program; plan and direct the work of others; judge work quality and performance; prepare technical correspondence and complete comprehensive reports; prepare articles for publication; address an audience effectively; analyze situations accurately and adopt an effective course of action; communicate effectively; effectively

contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated experience with external contacts (legislature, control agencies, resource agencies); and explain nature and extent of those contacts.
- Demonstrated experience as a Design Manager and a Project Manager.
- Demonstrated experience in planning, developing and managing large, complex projects.
- Demonstrated ability to make clear and convincing presentations, representing and speaking for organizational units to those within and outside the Office; and explain the extent of these presentations.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin, which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **October 19, 2006**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
Attn: Myeast McCauley
P. O. Box 23660
Oakland, CA 94623-0660**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.